

Via certified mail

[REDACTED], 2009

[REDACTED]
Dear [REDACTED]

We are required by s. 19.356(9)(a), Wis. Stats., to inform you that, pursuant to a public records request from [REDACTED] with the [REDACTED], we will be releasing the enclosed records that pertain to you. The records are assessments of your performance in your last year as Executive Director of [REDACTED]. They are summaries of preliminary reviews completed by individual employees who directly reported to you and by individual members of the [REDACTED].

Under s. 19.356(9)(b), you have five business days after receipt of this notice to supplement the records with whatever written comments and documentation you wish. Except as otherwise authorized or required by statute, we will release the record as augmented by you. We plan to make the supplemented records available for release five business days after you receive this notice. Therefore, any augmentation we have not received by then will not be included.

Please contact me at [REDACTED] if you have a question or wish to discuss the process.

Sincerely,

[REDACTED]
Deputy Director